

Did You Know?

JPL LIBRARY, ARCHIVES, & RECORDS SECTION

ISSUE NO. 9

JUNE 2000

LARS OPEN HOUSE, JUNE 27-29, 2000

The Library, Archives, and Records Section (LARS) will host its annual Open House for JPL employees and on-site contractors Tuesday, June 27 through Thursday, June 29, 2000. The event will begin on June 27 with poster sessions, a reception, refreshments, and drawings. The poster sessions will highlight several new services. In-depth demonstrations of selected services will be given on June 28 and 29.

PROGRAM SCHEDULE

Poster Session, June 27, 2000, 11:00 a.m.-2:00 p.m.

The Reference Service Area of the Library will showcase recent research by LARS employees and affiliates. Please stop by and find out about new developments in the information science world that will make it easier to find the information you need to do your job.

Poster Topics

- How to Use the JPL Archives — Julie Cooper
Guidelines on how to conduct historical research about JPL, projects, and people.
- JPL KnowWho: An Online Directory of Resident Expertise — Jennifer Momjian and Robert Powers
Come find out about a new service that will facilitate your search for JPL experts.
- The BEACON Portal: Customizable Options for Information Research — Judy Geitgey and Robert Powers
Personalize your desktop resources using state-of-the-art Web technology.
- How to Find Sci/Tech Information on the Web: a Comparison of Search Engines — Ray Hewitt and Robert Powers
Come learn how to use commercial search engines for power searching.
- Online Searching: Techniques for Maximizing Your Search Results — Judy Geitgey, Ray Hewitt, and Robert Powers
Learn when to "do it yourself" and when to rely on the JPL Library's professional search services.
- How to Use the JPL Records Center — Sherikon Space Systems
Guidelines on sending inactive records to storage and retrieving them.

Online Demonstrations, June 28-29, 2000

Wednesday, June 28

- 11:00 a.m.
How to Find JPL Historical Information: A Guided Tour of Online and Other Sources of JPL Historical Information and Images — Julie Cooper
- 12:00 p.m.
How to Find Sci/Tech Information on the Web: A Comparison of Search Engines — Robert Powers
- 1:00 p.m.
Online Searching: Techniques for Maximizing Your Search Results — Judy Geitgey and Ray Hewitt

Thursday, June 29

- 11:00 a.m.
Online Searching: Techniques for Maximizing Your Search Results — Judy Geitgey and Ray Hewitt
- 12:00 p.m.
How to Find JPL Historical Information: A Guided Tour of Online and Other Sources of JPL Historical Information and Images — Julie Cooper
- 1:00 p.m.
How to Find Sci/Tech Information on the Web: A Comparison of Search Engines — Robert Powers and Ray Hewitt

JPL STORIES SERIES: AN APPROACH TO COMMUNITY BUILDING AT JPL

by Teresa Bailey

Over the past several years, especially since the introduction of TQM concepts, the Library has evolved from a reactive to a proactive organization. The metamorphosis occurred largely because the Library began incorporating marketing, outreach, and networking into our way of doing business. These activities are geared to increasing our awareness about JPL, our customer's awareness about services and resources, and strengthening relationships. Now we see the possibility of the Library becoming more involved in community building and we've chosen storytelling to begin our work in this area.

(Continues on next page)

SECTION 643

Linda Kosmin, Manager 4-3007

LIBRARY

Barbara Amago, Supervisor 4-3183
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 E-mail library@jpl.nasa.gov
 Circulation Desk 4-3840
 Fax 4-6752
 Information/Reference 4-4200
 Material Purchase 4-4200
 Online Search Center 4-6911

Library Building 111
M-F 7:30 a.m. to 4:45 p.m.

ARCHIVES/RECORDS

Michael Hooks, Supervisor 4-8804
 Chief Archivist
<http://beacon-archives>
 E-mail archives@jpl.nasa.gov
 Sherikon Space Systems
 Fax (626) 449-3950
 Archives Reference (626) 449-1593, Ext. 15
 Secondary Distribution (626) 449-1593, Ext. 16
 Records Storage/Retrieval (626) 449-1593, Ext. 10
 Archives/Records Management Facility: 145 N. Altadena Dr., Pasadena
 M-F 7:30 a.m. to 4:30 p.m.

Early on, the concept for the *JPL Stories* series was to provide an informal and experiential environment for both the storyteller and the audience. The stories take place in the main customer service area of the Library, which is the ideal location for the warm and friendly atmosphere we wanted. The plan is to keep the program as flexible as possible and include a cross section of storytellers from the JPL community. Stories can take place in the past, present, or future; they can be historical or make-believe; and they can be lighthearted or serious. They're an effective way to communicate and understand an organization's culture and they help employees develop a sense of organizational identity. Stories offer an approach different from the more formal lectures, seminars, and town hall meetings we have at JPL — they offer another way to be a part of the discussion.

The series has been underway since February 2000. To date, there have been three stories and planning for new stories is ongoing. The series is receiving very positive feedback from both the audience and the storytellers. An attendee at a recent *JPL Story* summed up the emotion in the room when he commented to the storyteller, "The reason JPL is such a great place to work is that people like you work here."

The first storyteller in the series was Deputy Director Larry Dumas with his story titled, "Things to Keep." Larry's story focused on the attitudes and values that are central to JPL culture and necessary for our future success. The second story of the series, "Green Eggs and Ham: JPL Style with Salsa," was presented by Sarah Gavit, manager of the Interstellar and Solar Sail Technology Program. Sarah had a very creative approach that started with a Dr. Suess-like parable about "creeping requirements" where the character of the story, Sarah Ann, tries with all her might to fly her "Mini-cam" on a mission. The rest of Sarah's presentation focused on the concept of discovery in space exploration — how difficult it can be, but how, ultimately, it's worth it. For the third story, space pioneer Al Hibbs returned to the Lab with a story titled, "JPL and the Space Program: How It Began and How We (with the Help of the Russians) Began It." Al gave firsthand accounts of JPL in the early days, specifically the role JPL played in rocket science and the first U.S. satellites.

Several stories are in the planning stage — watch for *JPL Stories* flyers, posters, and announcements. If you have questions or suggestions about the *JPL Stories* series or if you wish to participate, please contact Teresa Bailey at Ext. 4-9233 or send e-mail to <teresa.r.bailey@jpl.nasa.gov>.

DIGITAL MEDIA ARCHIVE

by Julie Cooper

BEACON-Archives, the JPL Archives electronic catalog, includes a feature known as the Digital Media Archive (DMA). The electronic catalog provides bibliographic information about archival records. The DMA provides online viewing of the actual documents and images. While the electronic catalog provides bibliographic information about archival records, the DMA provides online viewing of the actual documents and images.

Folder listings for each of the processed archival collections are currently being added to the DMA. These usually provide a title or detailed description of each document or folder within a collection. Other items gradually being added to the DMA are images of selected historical documents, oral history transcripts, JPL historical photos, and photo indexes.

There are two ways to access information in the DMA: "Search" and "Hierarchy." A search is used to find a document or photo description containing a specific word or phrase, such as "Mars" or "radar." A search can be done of the document or image metadata (select "Attribute"), or the user can search the full text of all documents in the DMA (select "Content"). The second access method is to browse through the hierarchy of items in the DMA, which are arranged by category, such as Finding Aids, History Collection, JPL Photographs, JPL Publications, and Oral History Interviews.

BEACON-Archives is found at <<http://beacon-archives>> from on-Lab computers or <<http://beacon-archives.jpl.nasa.gov>> from off-Lab computers. If you have any questions about the electronic catalog, please contact Julie Cooper at Ext. 4-1844.

SCIENCE NEWS SOURCES

by Ray Hewitt

The Internet offers many choices for accessing news related to your particular professional interests. Here are a few resources, both free and "fee," that specialize in news items pertaining to the space sciences (* indicates a JPL-only site license):

- *Aviation Week and Space Technology* magazine offers an online version entitled *Aviation Now** at <<http://www.aviationnow.com>>.
- *Space.com* at <<http://space.com>> provides daily top stories as well as articles on missions and launches.
- *Science Daily* at <<http://sciencedaily.com>> contains links to the latest research news.
- *Today at NASA* at <<http://www.nasa.gov/today>> offers access to the Agency's news releases.
- *UNIVERSE Today* at <<http://www.universetoday.com>> presents daily space news from around the Internet.
- *Science Matters* at <<http://sciencematters.com/space>> displays space news by topic, such as spacecraft, mission, or project name.
- *Space News** at <<http://spacenews.com>> offers a daily news feed as well as an archive of past articles. A JPL-only ID and password is required for access.
- *Science** magazine offers a daily and weekly news feature with its subscription at <<http://www.sciencenow.org>>.

For more information or to obtain the *Space News* password, please call the Reference Desk, Ext. 4-4200.

HOW TO OBTAIN COPIES OF JOURNAL AND CONFERENCE PAPERS

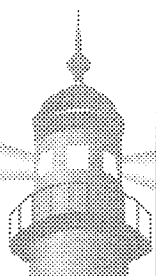
by Mickey Honchell

The JPL Library offers various options for retrieving journal articles and conference papers. By using the capabilities found on the BEACON Home Page, Library patrons can search, download, or order most of the documents found in online databases, including online journals and abstracts related to different disciplines. Documents may be retrieved by submitting a request through BEACON at <<http://beacon>> or via e-mail to <library@jpl.nasa.gov>. Requests may also be sent through the interoffice mail, made by phone, or submitted in person.

Another quick way to create a list of references and to order copies of them is to use the Caltech Library System's *Web of Science*. From the BEACON Home Page, click on "SCI" to initiate your search. This search will allow you to select a wide chronological range of journal articles by author or subject.

You can order hard copies of articles by setting up an account in Caltech's Ibib document delivery system. Registration in this system will give you access to all journals, conferences, and books that are held by the Caltech Library. By supplying Caltech with your project and task number, you can have any article copied and mailed to you within a couple of days. The fee for receiving copies of articles from Caltech is \$3.00 for 15 pages or fewer. Ibib requests for articles not available at Caltech and interlibrary loan requests from JPL employees will be automatically forwarded to the JPL Library for completion. Any questions about obtaining copies of material may be directed to the Library Reference Desk at Ext. 4-4200.

**Find out about new services —
attend the Library orientation
session held every Wednesday at
11:30 a.m. in Building 111-West
End, Library Reference area.**



VIRTUAL REFERENCE DESK

by Ray Hewitt

The Internet continues to provide a rich resource for reference information. Here are a few references that may prove useful:

- *Bartleby* at <<http://bartleby.com>> offers students and researchers access to reference materials. Here you will find the Columbia Encyclopedia, American Heritage Dictionary, Book of English Usage, Simpson's Contemporary Quotations, and Bartlett's Familiar Quotations.
- *Government Information Xchange* at <<http://info.gov>> is a major crossroads directory for government information. Whether it be the Federal Directory, Yellow Pages, Federal Employees, State and Local, or Foreign and International, try these resources first.
- *Federal Acquisition Regulation* at <<http://www.arnet.gov/far>> also known as the "FAR," is available here.
- *DOD Almanac* at <<http://www.defenselink.mil/pubs/almanac>> is the online almanac for the U.S. Department of Defense. Organizations, money, people, and weapons are covered topics.
- *PubScience* at <<http://pubsci.osti.gov>> provides the capability to search across a large compendium of peer-reviewed journal literature with a focus on the physical sciences and other disciplines of concern to the Department of Energy (DOE).
- *NASA History Office* at <<http://history.nasa.gov>> continues to document and preserve the Agency's history through a variety of online products. Whether aeronautics or astronautics, this site provides the historical context.

IT BOOKSTORE

by Ray Hewitt

The JPL Library has undertaken the responsibility for the IT Bookstore in partnership with the Institutional Computing and Information Services Office (ICIS), the Center for Space Mission Information & Software Systems (CSMISS), and the Professional Development and Employee Relations Section.

Located in the Reference and Customer Service Area of the JPL Library (111-104), a core collection of software and computer science books is available for purchase with an active JPL project and task number. Books not readily available may be specially ordered through the Library, or borrowed from the JPL Technical Library collections.

To inquire about price and availability, you may call the JPL Library Reference Desk at Ext. 4-4200, or send e-mail to us at <library@jpl.nasa.gov>. If you do not find the title you want, you can do a book search using the Web resources listed at <<http://techinfo/jpl/itbookstore/itstore.htm>>.

Prices indicated are retail prices. In general, you can anticipate up to a 12% discount from the retail price. Once an order is placed, you will receive confirmation of your order via e-mail. You may also inquire about your order by calling Ext. 4-9236. If the book you requested is in stock, you should receive it within 2 working days via JPL interoffice mail. Books not in stock may require up to 10 working days for delivery. Special orders may take longer.

NASA KNOWLEDGE MANAGEMENT TEAM

by Michael Hooks

In late 1999, Lee Holcomb, who is the NASA Chief Information Officer (CIO), formed a NASA Knowledge Management (KM) Team to determine how the agency can improve on the way it captures, organizes, distributes, and accesses its knowledge base. This team consists of a diverse group of people representing a variety of disciplines and Codes at Headquarters and all of the NASA Centers. The JPL representatives are Jeanne Holm, the JPL KM Task Manager who was selected by the CIO as Team Chair, and Dr. Michael Hooks, who is the JPL Chief Archivist and Process Owner for Provide Institutional Archival Information Services.

According to its charter, the team serves as an advisor to the NASA CIO for the following:

1. Define KM within the NASA environment.
2. Identify NASA's current implementation of KM processes, policies, tools, capabilities, structures, and resources.
3. Assess the state of the art in the KM discipline.
4. Gather requirements for KM design and implementation from key stakeholders.
5. Define opportunities for applying KM to solve near-term challenges and identify ways to facilitate the transfer of best practices at NASA.
6. Develop a strategic plan for meeting long-term agency-wide KM requirements.

The team, which held its initial meeting in January 2000, will meet periodically over a two-year time period, primarily via teleconferences, and is expected to submit a preliminary set of recommendations to the NASA CIO by December 2000. Information is posted on the JPL KM home page at <<http://eis.jpl.nasa.gov/knowledge>>; click on "NASA KM Team" in the lower right corner. Be sure to check the site periodically for updates.

For further information about the work of the NASA KM Team, contact either Jeanne Holm at Ext. 4-8282 or Michael Hooks at Ext. 4-8804.

**Look into the past: visit JPL history
on the Web at <<http://beacon-archives>>.**

OBTAINING ELECTRONIC COPIES FROM MICROFORMS

by Eric Hines

The JPL Library has over 1,000,000 documents and conference papers on microfiche. The library also has over 4,000 reels of microfilm that contain the back issues of many of our journals. Our acquisition of a new digital microform reader/printer will greatly enhance the ways of delivering material to our customers.

The new machine is a Canon Microfilm Scanner 400, which is connected to a PC. This configuration, in addition to doing what the previous model (a Canon PC Printer 80) did, has greatly increased the capabilities of handling customer requests. The new Canon machine can convert microform material into electronic format, enabling the Library to enhance poor images, OCR the material, and also transmit the material electronically via e-mail. The new machine also increases the Library's capability to fill rush requests.

If you have any questions, or would like to see a demo of this new product, come by the Library or call the Reference Desk at Ext. 4-4200.

PHYSICS ONLINE

by Barbara Amago

The American Institute of Physics' Online Journal Publishing Service (OJPS) provides full-text electronic access to the journals published by AIP and other scientific societies. Over 70 journals are listed at the OJPS site at <http://ojps.aip.org>. Searching and browsing is possible for all titles, but full-text is only available for the titles to which JPL subscribes.

Several additional features of this site make it an invaluable source for online reference. Membership directories for AIP and for other participating societies are included: AAPM (American Association of Physicists in Medicine), ASA (Acoustical Society of America), AAS (American Astronomical Society), AGU (American Geophysical Union), APS (American Physical Society), AVS (American Vacuum Society), OSA (Optical Society of America), and SPIE (International Society for Optical Engineering).

Searchable Physics Information Notices (SPIN) are also available through OJPS. Where available, links to the online journals are provided. Citations for journal articles not available online may be e-mailed to library@jpl.nasa.gov with your request for a paper copy. A weekly feature, *Physics News Update*, provides the latest physics and astronomy news, and the *Advance Abstracts* gives you a chance to preview the abstracts of new papers that have been accepted for publication.

For more information about OJPS and other electronic journals, please contact the Reference Desk, Ext. 4-4200, or e-mail us at library@jpl.nasa.gov.

E-JOURNALS FROM SCIENCE DIRECT

by Barbara Amago

The JPL Library has subscribed to Elsevier Science's ScienceDirect service, which provides Lab-wide desktop access to more than 1,000 journals published by Elsevier and other participating publishers between 1997 and the present. The URL <http://www.sciencedirect.com> connects you to the ScienceDirect home page. The Group-Wide Login gives you basic access to the system, including the ability to search and browse journal contents and view the full text of articles. The Personal Login allows you to take advantage of some of ScienceDirect's more advanced features, including the ability to view articles from unsubscribed journals, set up a personal journal list, run saved searches, and set up the e-mail alerting service.

Under the agreement negotiated with Elsevier, JPL employees and on-site contractors who set up a personal profile may access the full text of any ScienceDirect title — our subscription fee includes an annual allowance for downloading articles from unsubscribed titles. Another benefit of the ScienceDirect service is that, as other NASA Center Libraries subscribe to ScienceDirect, JPLers will have free access to their journals as well. As of this writing, NASA Ames Research Center has subscribed and both Glenn and Langley are planning to subscribe.

All JPL-subscribed electronic journals are listed alphabetically at <http://beacon/ebks.html>. For questions regarding electronic journal, please contact the Reference Desk, Ext. 4-4200, or via e-mail to library@jpl.nasa.gov.

DOES ANYONE AROUND HERE KNOW WHO DOES...?

by Jennifer Momjian

How often have you asked this question? On the horizon is the *JPL KnowWho Directory*, with an expected release of November 2000. *JPL KnowWho* is a Web-based directory of resident expertise which will quickly and easily help JPL employees find local knowledge and assistance. The approach emphasizes the sharing of skills and experience without strict criteria for inclusion.

JPL KnowWho is intended to foster collaboration, networking, team building, and problem solving. It is a means of finding people with complementary skills. It is a means of building communities of interests. Enriching the employee's network of colleagues encourages communication of tacit knowledge, which is one of the challenges of knowledge management.

JPL KnowWho is a tool developed under the Knowledge Management Work Package headed by Dr. Katherine Dumas. The *JPL KnowWho Directory* will be linked to the BEACON Home Page as part of our Virtual Library Reference Collection.

User testing of *JPL KnowWho* will begin in July. Anyone interested in participating should e-mail Jennifer Momjian at jennifer.c.momjian@jpl.nasa.gov.

JPL

Jet Propulsion Laboratory
California Institute of Technology

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